

## NSLS OHSAS Job Risk Assessment

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<b>Name(s) of Risk Team Members:</b> N. Gmür, P. Gross, Y. Koh, L. Miller, W. Morrin, C. Nielson, L. Rogers	<b>Point Value → Parameter ↓</b>	1	2	3	4	5
<b>Job Title:</b> <span style="color: blue; font-weight: bold;">Office Work</span>  <b>Job Number or Job Identifier:</b> <span style="color: blue; font-weight: bold;">LS-JRA-0040</span>	<b>Frequency (B)</b>	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
<b>Job Description:</b> General Office Work	<b>Severity (C)</b>	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training and Procedure List (Optional):	<b>Likelihood (D)</b>	Extremely Unlikely <<1x/20yrs	Unlikely 1x/20yrs	Possible >1x/10-20yrs	Probable 1x/yr	Multiple >1x/yr
Approved by: W. R. Casey      Date: 8/12/2005 Rev. # 1 <a href="#">Revision Log</a>	<b>Stressors (if applicable, please list all):</b>		<b>Reason for Revision (if applicable):</b>		<b>Comments:</b>	

Job Step / Task	Hazard	Before Controls					Initial Controls	After Initial Controls					Control(s) Added to Reduce Risk	After Additional Controls				
		Stressors Y/N	# of People A	Frequency B	Severity C	Likelihood D		Risk* AxBxCxD	# of People A	Frequency B	Severity C	Likelihood D		Risk* AxBxCxD	# of People A	Frequency B	Severity C	Likelihood D

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Typing, computer work, drawing, phone use.	Repetitive motion injuries	N	1	5	3	3	45	Ergonomically designed work station, ergonomic evaluations, speaker phones /headsets, work breaks(pauses, exercise, switching tasks), Tier I inspections	1	5	2	2	20						
Typing, computer work, drawing	Eye strain	N	1	5	2	3	30	Proper lighting, position of lights, position & angle of monitor, glare reducing monitor covers, Tier I inspections	1	5	1	2	10						
Troubleshoot and maintain copiers, fax machines, and printers	Burns from machines, cuts, abrasions	N	1	3	2	4	24	Follow manufacturer's instructions, allow machines to cool off, call vendor or ITD for repairs	1	3	2	3	18						
General occupancy	Air quality, respiratory issues	N	1	5	2	3	30	Proper ventilation, cleaning ducts as necessary, heating and cooling system maintenance, janitorial services, keep running vehicles away from air intakes (use postings)	1	5	1	3	15						

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Light manual lifting, filing, and other general office work	Overexertion injuries caused by excessive lifting, pushing, pulling, holding, and carrying.	N	1	4	3	3	36	Proper lifting techniques, back safety training, use of carts or hand truck	1	4	2	3	24						
	Falls on same level, falls from step stool	N	1	4	2	4	32	Housekeeping, Tier I	1	4	2	3	24						
	Bodily reaction injuries from bending, climbing, slipping without falling	N	1	4	2	3	24	Proper lifting techniques	1	4	2	3	24						
	Cuts, abrasions, bumps and bruises	N	1	4	1	3	12	Minimize sharp edges	1	4	1	3	12						
	See <b>LS-JRA-0018</b> : "Material Handling – Manual"																		
Use of hand tools (screwdrivers, pliers, allen keys)	See <b>LS-JRA-0014</b> : "Hand Tool Use"																		
Use of glues, cleaning agents	See <b>LS-JRA-0021</b> : "Use of Commercial Chemical Products"																		
Use of laser pointers	See <b>LS-JRA-0033</b> : "Work with Lasers"																		
Light manual lifting walking up and down stairs	See <b>LS-JRA-0038</b> : "Walking"																		
BNL vehicle use	See <b>LS-JRA-0039</b> : "BNL Vehicle Use"																		

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Further Description of Controls Added to Reduce Risk:																					
*Risk:	0 to 20 Negligible	21 to 40 Acceptable					41 to 60 Moderate					61 to 80 Substantial					81 or greater Intolerable				